

**CITY OF KEENE
NEW HAMPSHIRE**

**PLANNING BOARD
MEETING MINUTES**

Monday, August 27, 2018

6:30 PM

Council Chambers

Members Present

Nathaniel Stout, Chairman
Michael Burke
Martha Landry
Councilor George Hansel
Chris Cusack

Staff:

Rhett Lamb, Asst. City
Manager/Community Development
Director
Tara Kessler, Senior Planner
Mari Brunner, Planning Technician

Members Not Present:

Gary Spykman, Chairman
Douglas Barrett, Vice-Chair
Mayor Kendall Lane
Pamela Russell Slack

I. Call to order – Roll Call

Acting Chair Stout called the meeting to order at 6:30 PM and roll call was taken.

II. Minutes of previous meeting – July 23, 2018 Planning Board Meeting

A motion was made by Councilor George Hansel to accept the July 23, 2018 meeting minutes. The motion was seconded by Martha Landry.

Michael Burke offered the following correction:

His name should be listed as Michael not Matthew.

The amended minutes were unanimously approved.

III. Boundary Line Adjustment

1. S-06-18 – Boundary Line Adjustment – 7 Pinehurst Ave & 366 Park Ave –

Applicant Wendy Pelletier of Cardinal Surveying & Land Planning on behalf of owner Thomas Perrault proposes to adjust the boundary between 2 adjacent properties owned by Mr. Perrault. The sites are 10,272 SF and 26,355 SF in size and located in the Low Density Zoning District (TMP#s 539-048-000-000-000 & 539-048-000-000-000).

A. Board Determination of Completeness.

Planning Technician Mari Brunner stated the applicant has requested site specific exemptions from plan specific requirements as there is no development being proposed.

As a result staff is recommending the Board grant the request and accept Application S-06-18 be accepted as complete. A motion was made by Councilor George Hansel that the Board accept this application as complete. The motion was seconded by Chris Cusack and was unanimously approved.

B. Public Hearing

Ms. Wendy Pelletier of Cardinal Surveying stated this property is located at the corner of Park Street and Pinehurst Street. The existing property line goes right through the garage and the request is to move this line should this property be sold any time in the future. The existing shed on the lot will be ten feet from the lot line. After this new line adjustment, both lots will be conforming.

Staff comments were next. Planning Technician Mari Brunner stated this was a pretty straightforward boundary line adjustment to make sure the lot line exists where it is supposed to be located. The applicant has addressed the concern raised by code enforcement regarding the side setback. The site meets the 10,000 minimum square foot requirements for the low density zone and because no development is being proposed the Planning Board standards don't apply to this application.

Chair Stout asked for public comment, with no comment from the public the Chairman closed the public hearing.

C. Board Discussion and Action

A motion was made by George Hansel that the Planning Board approve S-06-18, as shown on the plan identified as "Boundary Line Adjustment Plan, Lots 539-048-000 & 539-049-000, 7 Pinehurst Avenue & 366 Park Avenue, Keene NH 03431", dated July 20, 2018 and received on the same day at a scale of 1" = 20', prepared by Cardinal Surveying and Land Planning with the following conditions:

1. Owner's signature on plan prior to approval.

The motion was seconded by Martha Landry and was unanimously approved.

IV. Public Hearing

1. SPR-847, Mod. #1 – Site Plan – 58 Optical Avenue – Applicant Jim Phippard of Brickstone Land Use Consultants, LLC on behalf of owner RJ Hall Company is proposing two small additions to the existing building. On the south side, a 2000 SF (20' x 100') single-story addition warehouse space and a 430 SF single-story office addition. The site is approximately 2.27 acres in size and is located in the Industrial Park Zoning District (TMP# 241-008-000-000-000)

Board Determination of Completeness.

Planning Technician Mari Brunner recommended to the Board that Application SPR-847 was complete. A motion was made by Councilor George Hansel that the Board accept this application as complete. The motion was seconded by Chris Cusack and was unanimously approved.

B. Public Hearing

Mr. Jim Phippard addressed the Board and stated he was before the Board representing RJ Hall Co. who own property on Optical Avenue. This property is located in the industrial zone and is an existing small business. There are other businesses located to the west and to the south. This proposal is to build two additional buildings to the existing building which building was constructed in the late 1970's. The applicants purchased this property in 1994.

The existing property is 2.3 acres in size and is an existing non-conforming lot. The proposal is to construct a 434 foot addition to the front corner which would consist of an office area and a 2000 square foot addition to the southwest side which would be for warehouse use.

Mr. Phippard referred to the existing parking on the left side of the existing building and to accommodate the expansion these spaces are going to be moved to the rear of the building. There will be no additional runoff due to this expansion because the areas to the front are already paved. There will be additional runoff at the rear due to the 17 spaces being added and hence the applicant is proposing to add an infiltration strip where all the new run off will end up.

The building itself would be a metal building to match what exists, the warehouse expansion is shown on the left on the rendering – metal siding in light grey color. The Staff Report had a question about the air handling unit located on top of the office expansion area. As this is a lower elevation it allows room to back up closer to the existing elevation behind it and by painting the unit to what exists, it would blend in with what exists and hence does not feel separate screening is necessary.

Where new parking is being added, new landscaping is also being added; the birch trees being added will be ten to twelve feet in height. As far as lighting is concerned, the existing wall packs are being replaced and new ones are being added over the entryways (full cutoff LED fixtures). These will be shut off at night but they are on motion sensors and hence will come on when there is a need. There is a request from staff to add lighting at the existing parking spaces at the front of the lot but the applicant does not feel it is necessary as this is an employee parking location (not retail), employees arrive in the morning and leave by 3pm. This concluded Mr. Phippard's presentation.

Staff reports were next. Ms. Kessler began with the question about lighting and stated after further review and in looking at the 1996 site plan review, the applicant is in compliance with the Board's standard with what is being presented.

The drainage plan meets the approval of the city engineer.

Architecture and visual appearance – the effort to camouflage the heating and cooling element meets staff's approval.

Dr. Cusack stated he is familiar with this site; it has woods on three sides of the site and

asked whether the trees being proposed for the rear of the site, which is already wooded could be moved to the front. Mr. Phippard agreed with Dr. Cusack.

Jane Hall, applicant stated there are already a cluster of birch trees at the front corner and felt additional trees would cause sight line issues for trucks exiting the site. Ms. Kessler stated staff would be comfortable removing the trees from the rear of the site as the wooded buffer would meet the landscaping standard.

Chair Stout asked for public comment, with no comments, the public hearing was closed.

Councilor Hansel commended this project and was pleased to see it expand.

C. Board Discussion and Action

A motion was made by George Hansel that the Planning Board approve SPR-847, Mod. #1 as shown on the plan entitled proposed expansion, Sunset Tool, parcel # 218-004-000, 58 Optical Ave., Keene,, NH, dated July 20, 2018, last revised August 9, 2018 drawn by Brickstone Land Use Consultants and DB Architects at scales of predominantly 1" = 20' and 1/4" = 1'0"; with the following conditions:

1. Prior to signature, submittal of security for site stabilization, landscaping and an "as-built" plan in a form and amount acceptable to the Community Development Director and City Engineer.
2. Owner's signature on plan.

The motion was seconded by Martha Landry and was unanimously approved.

2 S-05-18 – Subdivision – 8 Green Acres Road – Applicant Wendy Pelletier of Cardinal Surveying & Land Planning on behalf of owners Joshua & Leanna Hamlin propose a residential 2-lot subdivision. The existing dwelling will be on a 13,855 SF lot with frontage on Green Acres Road. The site is 0.58 acres in size and is located in the Low Density Zoning District (TMP# 521-002-000-000-000).

A. Board Determination of Completeness.

Planning Technician Mari Brunner recommended to the Board that Application S-05-18 was complete. A motion was made by Councilor George Hansel that the Board accept this application as complete. The motion was seconded by Chris Cusack and was unanimously approved.

B. Public Hearing

Ms. Wendy Pelletier addressed the Board again and stated this is an existing lot with a dwelling on it. The applicant is proposing to subdivide the lot to build second unit for their parents. There is a steep slope area in the rear which is less than 20,000 square feet

and the applicant is not accessing this area. Engineering is requesting the driveway come in on Elm Street and the applicant is agreeable to this.

Chair Stout asked whether there were any existing curb cuts on site which would need to be closed. Ms. Pelletier answered in the negative.

Staff comments were next. Ms. Brunner stated the engineering comments regarding the location of the driveway on Elm Street came in after the staff report went out, which would require the removal of three mature Pine Trees.

The only applicable standard is Hillside Protection and according to staff calculation the applicant has met this standard.

The Chairman asked for public comment.

Ms. Joan Brosnahan of 6 Marshall Street stated her concern with locating the driveway on Elm Street is the heavy traffic that already exists on Elm Street. She noted trying to get out of her own property is difficult and she has come very close to getting in an accident exiting her site. She also noted to some vegetation on Barrett Street which is adding to this problem.

Councilor Hansel asked for the rationale for requesting the driveway on Elm Street. Ms. Brunner stated the city engineer felt if the driveway was located on Greenacres the proximity of the driveway to the intersection could be a conflict. Mr. Lamb added the Board does have authority to dictate driveway locations during the subdivision process but staff does not recommend this because it could be sometime in the future when this land is built upon. If a driveway location is dictated during a subdivision process the only way to change it would be to come back before the Board and hence staff asks that this item be addressed by the city engineer under his authority for granting a driveway permit to provide more flexibility for the applicant.

Ms. Landry stated she agrees with Ms. Brosnahan as she would not back onto Elm Street and stated she was surprised the city engineer recommended a curb out onto Elm Street, but felt if the pine trees were removed there might be better sight possibilities. Councilor Hansel stated he hoped the concerns raised would be passed onto the city engineer especially from the people who live in this area. The Chairman asked about conveying the message regarding the vegetation on Barrett Street. Mr. Lamb stated staff can convey the message but trimming bushes on private property is not something the city can compel a property owner to do.

C. Board Discussion and Action

A motion was made by George Hansel that the Planning Board approve S-05-18, as shown on the plans identified as "Subdivision Plan and Topographic Subdivision Plan", sheets 1 and 2 for Lot 521-002-000, 8 Green Acres Road, prepared by Cardinal Surveying and Land Planning, Scale 1" = 20', dated July 20 2018, received July 20, 2018 with the following conditions:

1. Owner's signature on plan prior to approval.

The motion was seconded by Martha Landry and was unanimously approved.

Ms. Pelletier noted the applicant has agreed to construct a driveway they can turn around for their own safety.

V. Community Development Director Report

Mr. Lamb stated the only item staff has is to request the Chairman to sign a letter of support for an application the city is making for transportation alternatives program grant to the NHDOT. This grant is available every two years and a grant the city has applied for in the past for its trails program. The grant would be used for improvements on Marlboro Street. He turned the presentation over to Ms. Brunner.

Ms. Brunner explained two years ago the city applied for this grant. The project before the Board would be between Grove Street and Baker Street (.6 miles) and the goal is to implement some of the complete street recommendations. The difference from the last round is the City Express is proposing to take its route down Marlboro Street so there is going to be a transit stop installed for the bus as well as connection to the Industrial Heritage Trail. Mr. Lamb stated should the city prevail, the city council will be involved with the design process.

Chair Stout stated he wanted it noted the Planning Board Chairman has expressed support for the grant.

Dr. Cusack asked for the timeline on the decision. Ms. Brunner felt they should hear by January 2019.

Councilor Hansel stated he was in favor of this project but in the long term the city needs to decide how they are going to handle bicycles downtown. He stated he has come close to hitting someone riding their bicycles illegally downtown. The city can build great bike paths leading to the downtown but the city is creating a potentially dangerous situation. Mr. Lamb stated this is something the city has been discussing and would be part of the reconstruction of the downtown.

With reference to this project, Ms. Brunner went over some preliminary ideas that are being considered.

Chair Stout asked whether there is anything related to this for the Kingsbury property the Board could be looking for. Mr. Lamb stated the Kingsbury Street property is a different issue but it is part of the city's initiative to focus attention onto Marlboro Street and the east side; there have been at least three different type of economic initiatives for this area. He added public investment in the street would certainly help the area.

Dr. Cusack thanked staff for their work and asked and whether they have reached out to area schools to get support for this project. Ms. Brunner stated they have reached out to

Wheelock School who have indicated they would provide a letter of support as well as HCS, the southeast Keene neighborhood and the Chamber of Commerce.

A motion was made by Chair Stout that the Planning Board grant the Chairman authority to sign a letter of support for an application the city is making for the 2018 transportation alternatives program grant to the NHDOT. The motion was seconded by Councilor George Hansel and was unanimously approved.

Mr. Lamb stated Michele Chalice who has been with the city since 2012 has taken a position with the Cheshire Career Center. He extended his appreciation for her service. The Chairman asked whether the Board could send Ms. Chalice a letter of appreciation. The Board agreed they should.

VI. New Business

VII. Upcoming Dates of Interest – September 2018

Planning Board Meeting – September 24, 6:30 PM

Planning Board Steering Committee – August 11, 12:00 PM

Joint PB/PLD Committee – September 10, 6:30 PM

Planning Board Site Visits – September 19, 8:00 AM – To Be Confirmed

The meeting adjourned at 7:00 pm.

Respectfully submitted,

Krishni Pahl
Minute Taker

Reviewed by: Rhett Lamb, Planning Director